

10 JUN 1959

MEMORANDUM FOR: Chief, Financial Analysis Staff  
Chief, Technical Accounting Staff  
Chief, Budget Division  
Chief, Finance Division  
Chief, Fiscal Division  
Chief, Machine Records Division

SUBJECT : Financial Management Improvement Program in the Office  
of the Comptroller - Fiscal Year 1960

1. You are aware that certain aspects of the Agency cost program will go into effect beginning 1 July 1959.

a. Costs from selected indirect obligations, property, printing, and books and publications, have been budgeted for by this Office. Present plans provide for the issuance of single cost limitations for each of these costs and since these limitations will not be broken down below the Office level, it will be necessary to establish central controls over such costs.

b. Approved cost accounting for all Agency activities will be instituted on a gradual basis beginning 1 July 1959, by the Office of the Comptroller.

2. Another proposal to assist in the implementation of the Agency cost program is the decentralization of the control over allotments of vouchered funds. Although this will not go into effect on 1 July 1959, I wish to have the Office of the Comptroller experiment with the procedure in order to determine the workload involved and the effectiveness of the proposed procedures.

3. The Administrative Officer is charged with the responsibility for maintaining the controls required by Financial Management Improvement Instruction No. 4 and to conduct the decentralized allotment experiment for the Office of the Comptroller. In order that these assignments be conducted expeditiously and effectively, it will be necessary that all documents which would result in an obligation be processed through the Administrative Officer, Room 1039 Alcott Hall. For information and guidance there follows the most common used documents which support obligations:

~~CONFIDENTIAL~~

Direct Obligations:

- 01 Personal Services and related 07, insurance and 11, retirement contributions

No payroll documentation required of Staff or Division Chiefs. Payroll obligations will be developed from information furnished by Payroll Branch.

- 02 Travel

All requests for travel, with one copy for retention.

Quarterly or Annual travel orders should not show an "Estimated cost of travel" in the block provided therefor, but in lieu thereof use the following statement "Funds to be obligated as travel is performed". Each Division or Staff Chief will forward to the Administrative Officer by the 25th of the month, a memorandum setting forth obligations for travel estimated to be performed during the month. This would also include taxi fare obligations, if any.

- 03 Transportation of Things  
04 Communication services  
05 Rents and Utilities  
07 Other Contractual services

Documents supporting charges to any of these object classes (e.g., IBM rental contract; work orders for alterations; repair of machines not under service contract)

Indirect Obligations:

Printing services

- 06 Printing and reproduction

Requisitions for printing services with one copy for retention.

Property

- 08 Supplies and materials  
09 Equipment

All requisitions for property, except common administrative items, with one copy for retention.

Books and Publications

- 08 Supplies and materials

Purchase orders for books, publications, or subscriptions, with one copy for retention.

E. R. SAUNDERS  
Comptroller

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